

## **CALFED Selection Panel Protocols and Guidelines**

The Selection Panel (Panel) has been charged with providing technical recommendations on funding for Ecosystem Restoration Program projects. The following protocols and are to help facilitate development of the funding recommendation.

### **Representation**

The Panel members were selected by the CALFED Bay-Delta Program based on their technical expertise and knowledge. All Panel members have an equal voice and role in the recommendation. Members are expected to participate in all meetings scheduled for the Panel.

### **Panel Leadership**

A chair or chairs will be selected to represent the Selection Panel. The chair will assist the facilitator, as needed, during the Selection Panel meetings and will present the initial funding recommendation in a workshop with the Ecosystem Roundtable on October 2, 2000. Additional presentations may be required at other forums once a final recommendation is complete. If a representative is unable to represent the Panel, it is that representative's responsibility to find another Panel member to serve as an alternate liaison.

*Note: the panel selected Dan Castleberry and Diana Jacobs.*

### **Member Conduct**

Panel members will respect and be supportive of Panel decisions when reporting the decisions in all public forums. Panel members will take all reasonable and appropriate steps to avoid and refrain from obtaining or making available to non-Panel members the proceedings of the Panel meetings or any proposal content or rankings until release of the meeting summary materials by CALFED staff. No Panel member will attribute comments, evaluations, or suggestions of another Panel member to non-Panel members. All requests for information by non-Panel members, including media requests, shall be directed to CALFED staff.

### **Conflict of Interest**

The objectivity and integrity of the technical review process must be maintained. Every member of the Panel is expected to be objective in the assessment of proposals. Panel members must not participate in decisions without previously disclosing known real, potential or perceived conflicts of interest. Panel members must reveal the level of their involvement with each proposal as it is considered by the group, and may recuse themselves or be asked to recuse themselves. At a minimum, these levels of involvement include:

1. Panel members should not be listed as applicants, co-applicants, or subcontractors on any proposal.

2. Panel members who were involved in proposal development or modification, or who supervise proposal developers, must recuse themselves from all discussion and decisions on that proposal.
3. Panel members who gave advice or guidance to proposal developers must describe their involvement to the panel.
4. Panel members who have a connection with applicants, co-applicants, or subcontractors, or a connection with the submitting institution must reveal their connection to the panel. A connection to an applicant exists if any of the following relationships were applicable during the **past four years**: collaboration on research, pilot, or implementation proposal or project; co-authorship; thesis or postdoctoral advisorship.

#### Process for Making Recommendations

The Panel will make recommendations for Ecosystem Restoration Program funding using a consensus decision-making process. For the purpose of this effort, consensus refers to the highest level of agreement that can be reached without dividing the parties into factions. The result is that every Panel member supports, agrees to, or at least can live with a particular recommendation.

Panel recommendations will be made recognizing there are areas of scientific uncertainty. Panel members are asked to clearly identify areas of agreement and strive to reduce areas of disagreement. When the facilitator recognizes consensus, it is the responsibility of dissenting members to state their dissent; silence will be recognized as concurrence. If consensus cannot be reached, the Panel has several options. A Panel member who is not in agreement with the recommendation may "stand aside" and not block the consensus. The dissenting member may require that a minority report detailing the differences in views be added to the final recommendation.

*Note: the Selection Panel used as 75% voting rule in a few instances. No minority reports were needed or developed.*

#### Guidelines for Recommendations

The Selection Panel's role is to evaluate proposals across topic and geographic areas and for system wide ecosystem benefits. The Selection Panel will make recommendations based on all the previous evaluations and all the criteria listed in the PSP. The Selection Panel will focus on the following criteria, in the context of how well projects meet the 2001 Implementation Plan.

- Scientific Merit (Scientific and Technical Review) and Information Richness (Staff Review)
- Applicability to CALFED/CVPIA goals (Staff Review, Geographic Review)
- Feasibility (likelihood to succeed) (General Feasibility—Geographic Review; Technical Feasibility—Scientific and Technical Review; Environmental Compliance and Local Involvement—Staff Review)

- Continues important work with proven early success (next-phase funding) (Staff Review, Geographic Review)
- Meets multiple goals, system-wide benefits (Staff Review, Selection Panel Review)
- Complements ongoing projects or proposals (Staff Review, Geographic Panel Review)

*Note: the Selection Panel agreed to use the list of criteria listed on Page 11 of the PSP. The criteria above are the same criteria though written up a bit differently.*

The Selection Panel will prepare an initial funding recommendation document that will include justifications identifying highlights of discussion, issues raised and conclusions of the panel. Proposals will be categorized as:

High priority - Fund in full

High priority - Fund in part

Medium priority - Fund in full

Medium priority - Fund in part

Do not fund

There are numerous sources of funds for this PSP. The Selection Panel will not determine the actual source of funds for these recommendations.